

# SAFETY TIP OF THE WEEK

## ZERO HARM

### Office Hazards continued;

- Any wheeled chair should have five legs. Remove any unsafe or damaged chairs from service so they can be repaired or disposed of properly. Be wary of wheeled chairs which can roll over your toes.
- The office equipment you use should be comfortable and ergonomically designed. Arrange your work station to avoid excessive bending, twisting and repetitive motions.
- Ensure the office is adequately ventilated for the health and well-being of workers.
- Adequate lighting is important to prevent eyestrain and injuries. Burned out lights should be replaced promptly.
- Take a look around break areas too. Fire hazards, electrical dangers, and slippery floors are common problems. Smoke only in designated areas. Don't forget about the washrooms either.
- If your office is part of an industrial plant you may be exposed to more hazards. Be aware of the safety precautions required if you visit industrial work sites. For example, you may be required to wear eye protection.

***An office safety audit is a good idea to uncover hazards and point out the need for safe procedures. Take a look around your office today.***

